

Police or Other Agencies Disclosure Request

Data Protection Act 2018
(Schedule 2 Part 1 Para. 2 or Para. 5)



Note: Please complete the relevant section with as much details as possible for ASOS's assessment.

If your query relates to a fraud matter, email frauddatarequest@asos.com

1. Requestor

First name(s):		Last name:	
Job title:			
Organisation:			
Address:			
Postcode:		Telephone:	
Email:			

2. Data subject

Current details

First name(s):		Last name:	
Current or last known address:			

Other identifying information e.g. previous address, other names the data subject is known by, NI number, employee ID, DOB etc.

--

Police or Other Agencies Disclosure Request



Data Protection Act 2018

(Schedule 2 Part 1 Para. 2 or Para. 5)

3. State in clear terms the specific information you require

Please include the contract and business unit where you believe the information is held (e.g. HR, transport etc.).

4. Reason/purpose for requesting disclosure including what you intend to do with the information and how long you will retain it?

Please include as much details as possible.

5. With reference to Schedule 2 Part 1 Para. 2/5 Data Protection Act 2018, and to Articles 6(1) and 9(2) of the UK General Data Protection Regulation (UK GDPR), state why this disclosure is lawful?

Please also clearly state the exact provision(s) relied on, otherwise, it may lead to delays, or the form being rejected. If asking for information relating to criminal convictions and offences state your official authority and how you are authorised to process this information with regard to Article 10 UK GDPR or with reference to DPA 2018.

6. How would not providing the information requested prejudice the stated purpose?

Please clearly detail the reasons.

7. Information provision

If we hold information, how would you like the information to be provided?

- ☐ A private Microsoft Teams page that you will be given access to via your email address

Police or Other Agencies Disclosure Request

Data Protection Act 2018

(Schedule 2 Part 1 Para. 2 or Para. 5)



- ☐ Via a secure Police Portal (E.G. NICE INVESTIGATE)
- ☐ ASOS email (NOT to be used for sending CCTV images)

We will notify you if we do not hold information or your request for disclosure is refused

8. Declaration and Authorisation

The authorising officer must be of the rank of police inspector or higher, or for other 'relevant bodies' a senior officer/manger. In the case of an inspector not being available at your location, we will accept an email from an inspector (or higher-ranking officer) attaching this paperwork and confirming their approval.

Declaration

I certify that:

- Information requested is compatible with the stated purpose (section 4) and will not be used in anyway incompatible with that purpose
- I understand information given on this form is correct
- I understand that if any information given on this form is incorrect, I may be committing an offence under Section 170 Data Protection Act 2018

Requestor

Signed:		Date:	
----------------	--	--------------	--

Authorising Officer

First name:		Last name:	
Job title:			
Signed:		Date:	

Police or Other Agencies Disclosure Request

Data Protection Act 2018
(Schedule 2 Part 1 Para. 2 or Para. 5)



Where to send your request

Please note: If the form has not been fully or properly completed and authorised you will be asked to re-submit your application. Note also that disclosure remains at the discretion of ASOS in the absence of a court order.

Send this form to:

Emailing dataprotection@asos.com or ASOS Data Protection office Greater London House
Hampstead Road London NW17FB UK. If your query relates to a fraud matter, email
frauddatarequest@asos.com

(**Note:** If regarding disclosure to Police, please copy in ASOS's Fraud team If your query relates to a fraud matter, email frauddatarequest@asos.com-)

Timescales:

ASOS will endeavour to process the request as soon as possible or at least within one calendar month in accordance with the data protection laws. If the request is urgent or involves risk to life, please mark the request as 'URGENT' and for the attention of the Data Protection Officer.

ASOS's Internal records:

Reference number:			
Request decision:	Approved disclosure Refused disclosure Information not held	Reason for decision (including legal basis):	
Decisions about the data protection principles: Fair and transparent: Specific purpose: Adequate, relevant and necessary for the purpose: Accurate and update to date: Secure transfer:			
Name:		Job title:	
Date:			

Police or Other Agencies Disclosure Request



Data Protection Act 2018
(Schedule 2 Part 1 Para. 2 or Para. 5)

Guidance notes:

Before ASOS can consider any request for personal information held by ASOS, you will need to fill in this form with all the requested information and email the completed form to the addresses listed above. If you do not fully or properly complete the form and provide clearly all the requested details in the form, your request may be refused, or you will be asked to re-submit your request for disclosure. **If you require more space to complete the relevant section, please attach and return the additional details via Words alongside this form.**

If request to access information is for law enforcement purposes (the prevention, investigation, detection or prosecution of criminal offences, or the execution of criminal penalties, which includes the safeguarding against and the prevention of threats to public security), please make this clear in the form and list the specific law enforcement purposes.

Consent

Where possible, practical, and safe to do so, the data subject's consent to release information will be obtained by ASOS. However, there may be times or exceptions when this is not possible, for example the individual does not have capacity to consent; or where gaining consent is likely to result in further incidents or risk; or there is an exemption under the Data Protection Act 2018.

The Data Protection Act 2018 and the UK General Data Protection Regulation does not automatically give rights of access to information. The decision to release any personal information held by ASOS (including the application of any exemption under the Data Protection Act 2018) remains with ASOS. Before any decision is made by ASOS regarding any disclosure to relevant agencies, we take into account the Information Commissioners Officer guidance about right to access personal information and exemptions under the Data Protection Act 2018. We will only release information that are necessary, relevant and proportionate and only after we are satisfied that the disclosure will be in compliance with the law.

Privacy Notice

ASOS collects the above information about you and the request in order to carry out your request for access to any of the personal information that ASOS may hold. This is so that we can comply with our legal obligation to meet data subject rights or under the UK General Data Protection Regulation and Data Protection Act 2018.

We will keep the personal information in this form for 6 years after the completion of your request.

For more information on how we handle personal information, please see our Privacy Policy page ([Privacy policy | ASOS plc](#)).